

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match.  
The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.  
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

## C-A OPERATIONS PROCEDURES MANUAL

### 2.37 WinSTETS

Text Pages 2 through 16

#### Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved: \_\_\_\_\_ ***Signature on File*** \_\_\_\_\_  
Collider-Accelerator Department Chairman      Date

P. Cirnigliaro

## 2.37 WinSTETS

### 1. Purpose

- 1.1 To describe the steps to be taken to use the WinSTETS program to implement Lock-out/Tag-out (LO/TO). The WinSTETS program groups a set of components (equipment) together to form a Tag-out ID, which controls a system. The program keeps track of the status of the components, and the Tag-out. The program may also be used to track the LO/TO of a single piece of equipment.

### 2. Authority and Responsibilities

- 2.1 Workers implementing LO/TO are responsible for ensuring the status is correct in the WinSTETS system.
- 2.2 Supervisors or their designees are responsible for inputting component information for LO/TO involving many components to be locked out in a system.

### 3. Prerequisites

- 3.1 Workers performing LO/TO shall have current training in:
- AD-CA\_ACCESS (Collider-Accelerator Access Training)
  - HP-OSH-150B (Electrical Safety I)
  - HP-OSH-151B (LO/TO authorized)
  - AD-LOTO-OJT (Department Specific Lock-out/Tag-out)

### 4. Precautions

- 4.1 The LO/TO status of a component or system shall not be changed to “Confirmed” in WinSTETS until affected workers have been notified and the LO/TO has been verified.

### 5. Procedure

- 5.1 There are five conditions possible for a WinSTETS description of the Tag-out System.

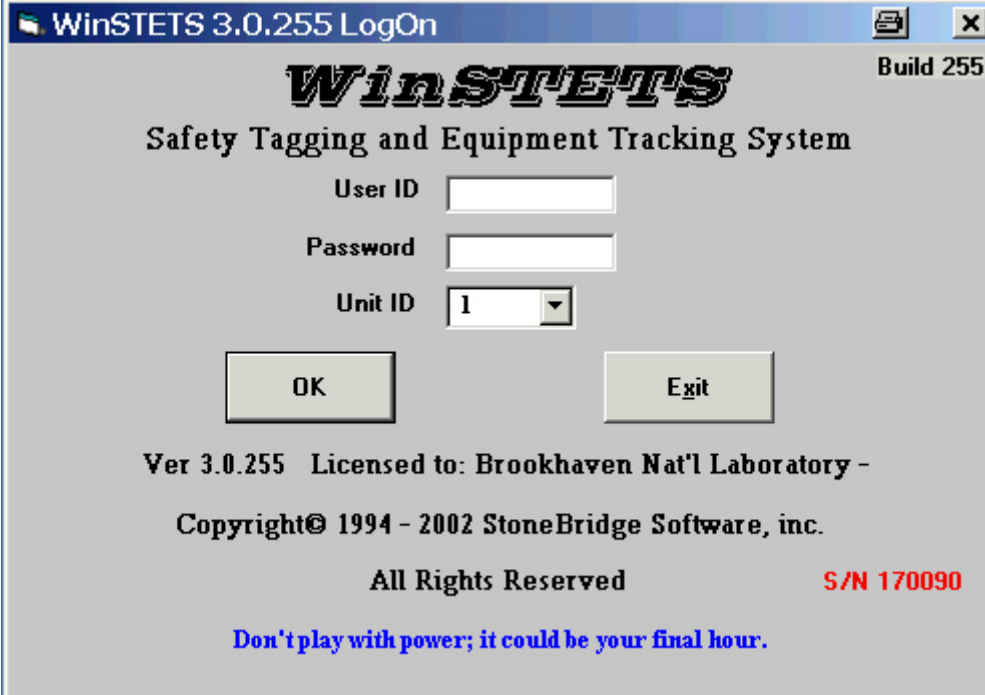
1. **Planned** - Used for planning purposes. This allows for preparation of paperwork only.
2. **Pending** - Tags are in the process of being hung.
3. **Confirmed** - The locks and/or tags have been verified, equipment is verified as de-energized, and notifications have been made.
4. **Release in Progress** - The tags are in the process of being removed and the equipment is being returned to a normal in-service condition.

5. **Job Released** - Notification has been given that all locks and tags have been removed, and equipment has been returned to a normal in-service condition.

The system has been set up at C-A so that each authorized user is assigned to a workgroup. Only the Tag-outs associated with that workgroup will be available for the user.

## 5.2 Logging in to WinSTETS

The LOGIN screen for *WinSTETS program requires authentication of the user.*



The image shows the WinSTETS 3.0.255 LogOn window. The title bar reads "WinSTETS 3.0.255 LogOn". The window has a grey background. At the top center is the "WinSTETS" logo in a stylized, bold, italicized font. To the right of the logo is the text "Build 255". Below the logo is the text "Safety Tagging and Equipment Tracking System". There are three input fields: "User ID" with a text box, "Password" with a text box, and "Unit ID" with a dropdown menu showing "1". Below these fields are two buttons: "OK" and "Exit". At the bottom of the window, there is a line of text: "Ver 3.0.255 Licensed to: Brookhaven Nat'l Laboratory -". Below that is "Copyright© 1994 - 2002 StoneBridge Software, inc.". Below that is "All Rights Reserved" and "S/N 170090". At the very bottom is a blue text warning: "Don't play with power; it could be your final hour."

*The convention used initially is: User ID=life number and the Password=life number. The WinSTETS program will require that the password be changed. Note: You cannot use the same password. When the life number has been entered, it will automatically check training status.*

Form1

BNL L O T O

Enter Life No. 20174

AD-CA\_ACCESS 04-FEB-05

HP-OSH-150B 09-JAN-05

HP-OSH-151B 18-OCT-03

AD-LOTO-OJT NOT TRAINED

Enter user's life no then click on a course box then the process will start.

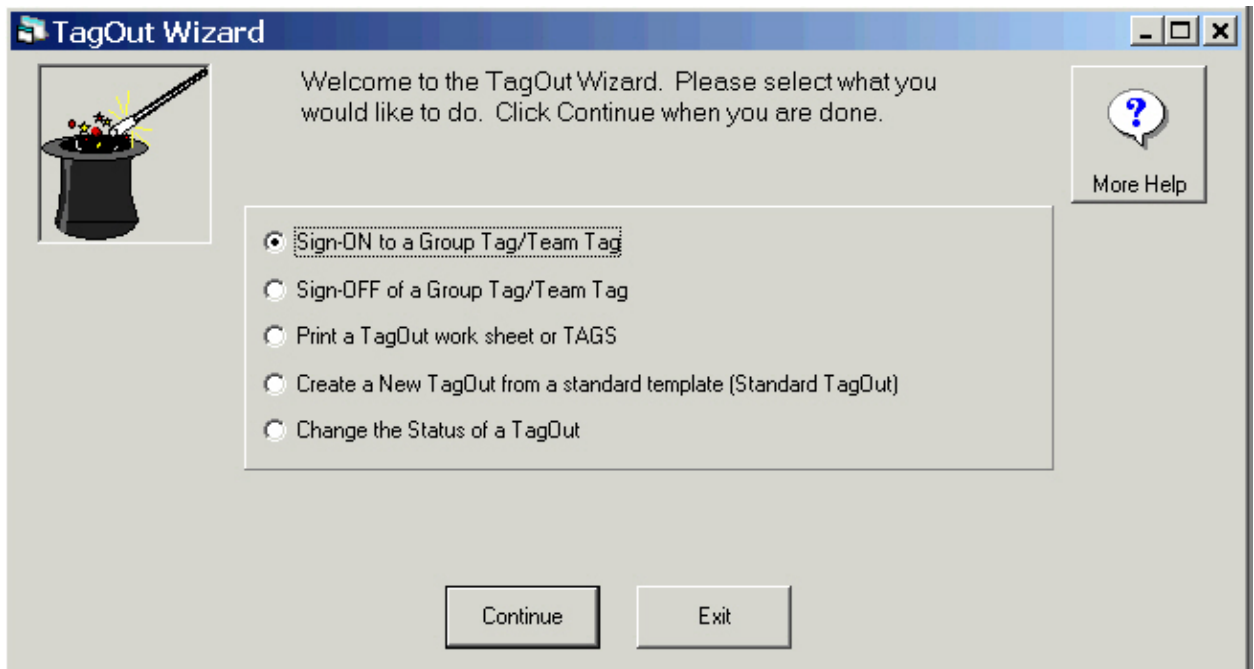
R. King @ BSD 04/2003

*When an individual's training has lapsed – as indicated above – he/she will not be admitted to the system, until the day after he/she has successfully completed the required training. Note: A delay of one business day is required, because BSD personnel update the training records after the close of each business day.*

If the user is trained, and is entered into the system, then they will be able to do any of the functions – *provided by the Wizard* -of WinSTETS *using the Standard Tagouts created* for their *work* group.

### 5.3 Tag-out Maintenance

*To create a new Standard TagOut from an existing Standard TagOut you would choose this option from the first screen, and press the Continue button.*



*After you select one that closely matches the new TagOut, then as shown below, you would first assign a new Standard TagOut ID – following the Department convention – next, you would modify the Equipment Description and add the description of work.*

**Standard Tagout Maintenance**

**Basic Information**
Optional Information
Notes and Attachments

Standard TagOut ID: 2AMDP3L
Unit:

Equipment Description: 1002-A SW8D MDP breaker 3L

Description of Work:

Last Updated: 07/25/2003 9:06:33 AM

2AMDP3L - 1002-A SW8D MDP breaker 3L

Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	# of Copies	Last Updated
*					<input type="checkbox"/>		

# records = 0

*This display allows you to select the Standard TagOut you have previously chosen to use to create the new active TagOut. Next, you can type the identifier in directly or use the drop down selector list. Note: You must enter a valid Standard TagOut identifier, using the Department's convention. The TagOut created from the Standard selected will automatically resolve "Tag Type" and "Tagged Position" conflicts where possible. Note: A summary of the actions taken will be provided when you are done.*

*On the next screen, the window labeled as "Dept." is actually the Workgroup ListBox. Make sure that the ListBox labeled "Dept" – actually is your Workgroup, the Building information is correct, and the Location are all correct for the component associated with this new Standard TagOut.*

**Standard Tagout Maintenance**

**Add**  
**Create**  
**Delete**  
**Copy**  
**Rename**  
**Report**  
**Save**  
**Cancel**  
**Exit**

**Basic Information**

Type   
 Dept   
 Building   
 Location

**Optional Information**

System   
 SubSystem   
 Reviewed By   
 Review Frequency

**Notes and Attachments**

Last Review Date   
 Next Review Date

2AMDP3L - 1002-A SW8D MDP breaker 3L 1

Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	# of Copies	Last Updated
*					<input type="checkbox"/>		

# records = 0    **Add Note**    **Renumber**    **Add**    **Del**    **Grid**

*The file listed below: <http.htm> – provides a link to the OPMs that describe the standard information associated with each C-A Standard TagOut. as shown here:*

The following link enables you to view/print official copies of the procedures: [opm\\_chapter\\_2.htm](opm_chapter_2.htm)

The following link enables you to use a keyword search: [keyword=lockout\\_tagout.htm](keyword=lockout_tagout.htm)

The following link enables you to search using an alphabetical index: <search1.htm>

Note: This may require the use of a Crypto Card.

*The following screen shows where this file is used within the WinSTETS program:*

**Standard Tagout Maintenance**

Add  
 Create  
 Delete  
 Copy  
 Rename  
 Report  
 Save  
 Cancel  
 Exit

Basic Information    Optional Information    **Notes and Attachments**

**Notes and Additional Instructions**  
 [Empty Text Area]

**Attachments**  
 D:\Procedures\http.htm  
 [Empty Text Area]  
 [Empty Text Area]

2AMDP3L - 1002-A SW8D MDP breaker 3L    1

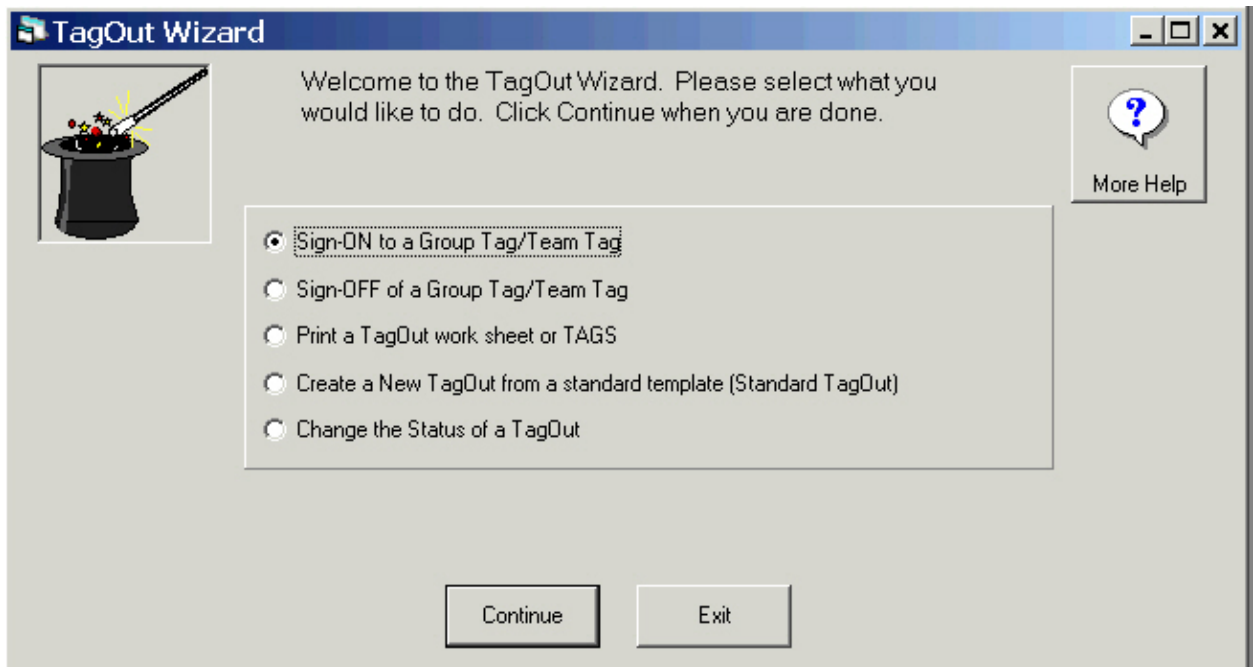
	Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	# of Copies	Last Updated
*						<input type="checkbox"/>		

# records = 0    Add Note    Renumber    Add    Del    Grid

The information listed includes the system, and system description, **TagOut** ID, current status, and a listing of each component associated with that Tag-out. Other tabs on the TagOut screen will show the responsible party, and the workers that authorized or released the current status. A time stamp is put on each change in status, along with the name of who input the change.



## 5.4 Tag-out Wizard (*continued*)



The **Tagout** Wizard screen, as shown above, allows the following operations:

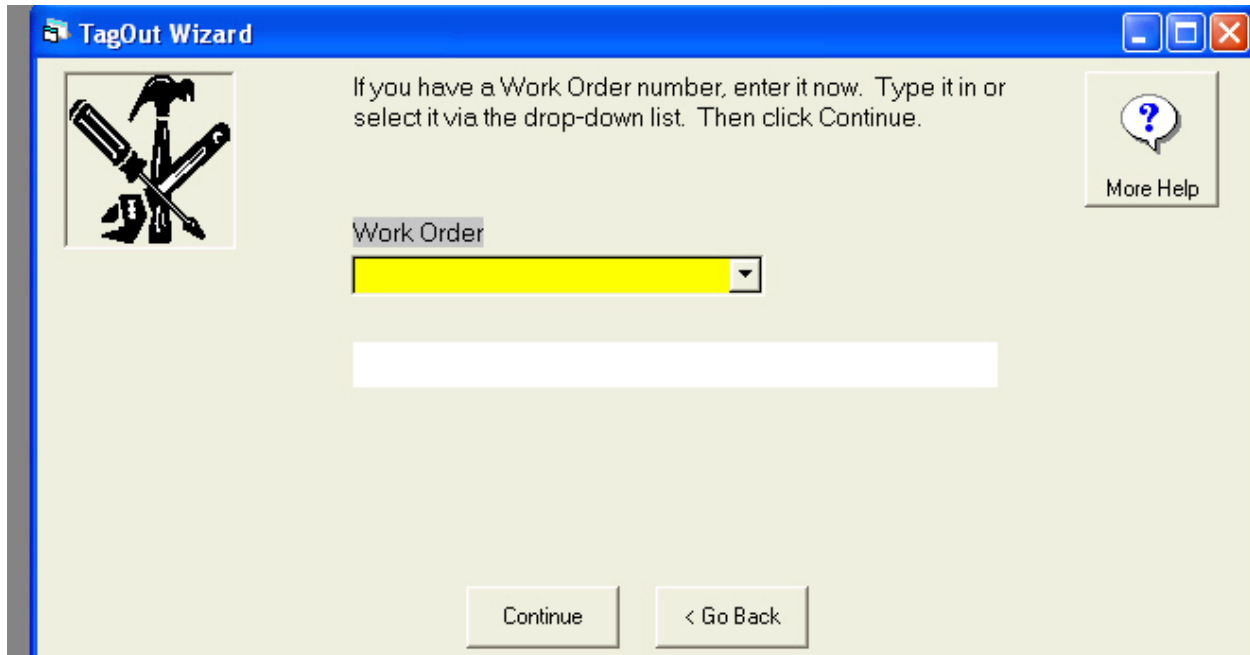
- Sign on a group/team **Tagout**
- Sign off a group/team **Tagout**
- Print a Tag-out Work Sheet
- Create a new TagOut from a standard template [Standard TagOut]
- Change the status of a TagOut

### 5.4.1 Signing on to a Group Tag/Team Tag:

***Currently all Standard TagOuts are Group /Team Tags.***

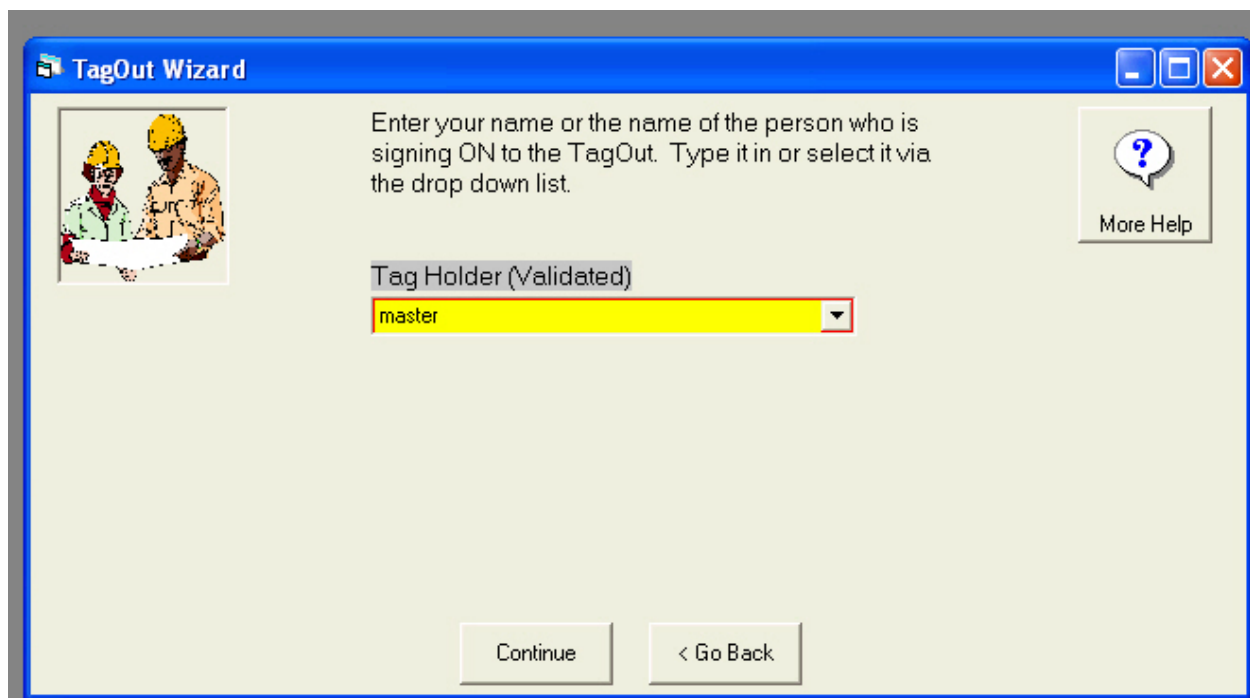
***After you press the Continue button, the system will ask for a TagOut name (a pull-down menu of Standard TagOuts created by your Workgroup appears) and your UserID - the Users Life Number). You will then be able to print tags or a TagOut worksheet, if desired.***

*The image below displays the screen where you can select the Work Order, if any, then press the Continue Button.*



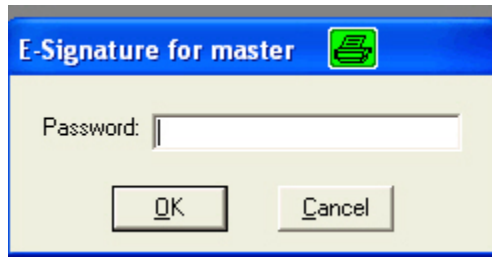
The screenshot shows the 'TagOut Wizard' window. On the left is an icon of tools (screwdriver, hammer, wrench). The main text reads: 'If you have a Work Order number, enter it now. Type it in or select it via the drop-down list. Then click Continue.' Below this is a 'Work Order' label and a yellow drop-down menu. A text input field is also present. On the right is a 'More Help' button with a question mark icon. At the bottom are 'Continue' and '< Go Back' buttons.

*Next, you select the Tag Holder, using the down-facing arrow.*



The screenshot shows the 'TagOut Wizard' window. On the left is an icon of two workers in hard hats. The main text reads: 'Enter your name or the name of the person who is signing ON to the TagOut. Type it in or select it via the drop down list.' Below this is a 'Tag Holder (Validated)' label and a yellow drop-down menu showing 'master'. A text input field is also present. On the right is a 'More Help' button with a question mark icon. At the bottom are 'Continue' and '< Go Back' buttons.

*Once a name is chosen, then you are prompted for a password for confirmation of you as the Tag Holder, as seen below.*

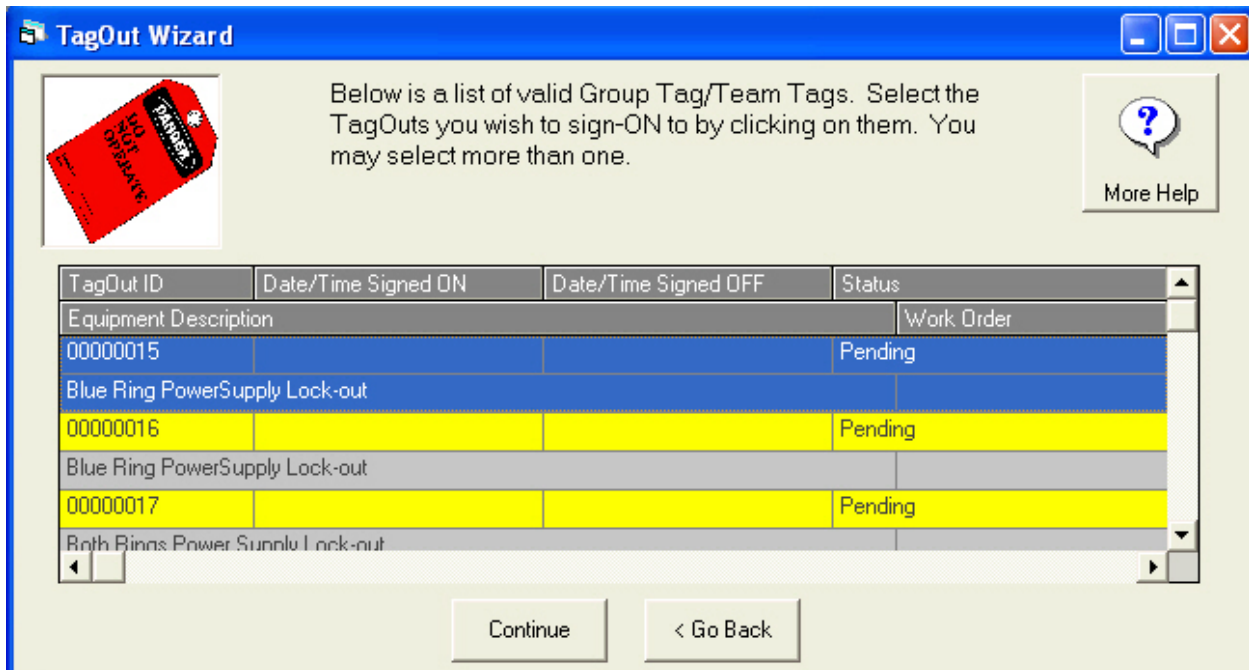
A small dialog box titled "E-Signature for master" with a green printer icon. It contains a "Password:" label followed by a text input field. At the bottom are "OK" and "Cancel" buttons.

E-Signature for master

Password:

OK Cancel

*Next, you are able to choose which TagOut to print.*

A window titled "TagOut Wizard" with a red tag icon. It contains instructions to select TagOuts to sign-ON to. Below is a table with columns: TagOut ID, Date/Time Signed ON, Date/Time Signed OFF, Status, Equipment Description, and Work Order. Three rows are highlighted in yellow. At the bottom are "Continue" and "< Go Back" buttons.

TagOut Wizard

Below is a list of valid Group Tag/Team Tags. Select the TagOuts you wish to sign-ON to by clicking on them. You may select more than one.

More Help

TagOut ID	Date/Time Signed ON	Date/Time Signed OFF	Status	Equipment Description	Work Order
00000015			Pending	Blue Ring PowerSupply Lock-out	
00000016			Pending	Blue Ring PowerSupply Lock-out	
00000017			Pending	Both Rings Power Supply Lock-out	

Continue < Go Back

*Next, you can choose the destination for printing of the Tags and worksheets, if any.*

*Note: Since, the C-A MCR personnel hang re-usable Tags, they will only need to choose the location of the worksheet printer.*

#### **WARNING**

This **WinSTETS program** allows users to change user name and sign another worker off the group Tag-out – this is not allowed by C-A policy. See C-A OPM 2.1.4 “Removal of Locks and Tags by Others” for the three-person rule for removing the lock and/or tag of another person!

#### 5.4.2 Signing off a group/team **TagOut**

The system will show the Workgroup tags you are currently signed on to, and you can choose from the list to take your name off the **TagOut**.

#### 5.4.3 Printing a **TagOut** Worksheet/Planning a **TagOut**

The default status of a new **TagOut** is "Pending". When the **TagOut** of a system is planned, go to the **TagOut** ID and get a worksheet of all the components in the system, and the type of tags. The tags can also be printed in preparation for the actual **TagOut**. There are specific printers available for printing the tags, click on the Printers tab on the window to see the nearest printer.

5.4.3.1 The **TagOut** Worksheet is taken into the field to use for the component LO/TO. As each LO/TO is applied, initial the worksheet for that component.

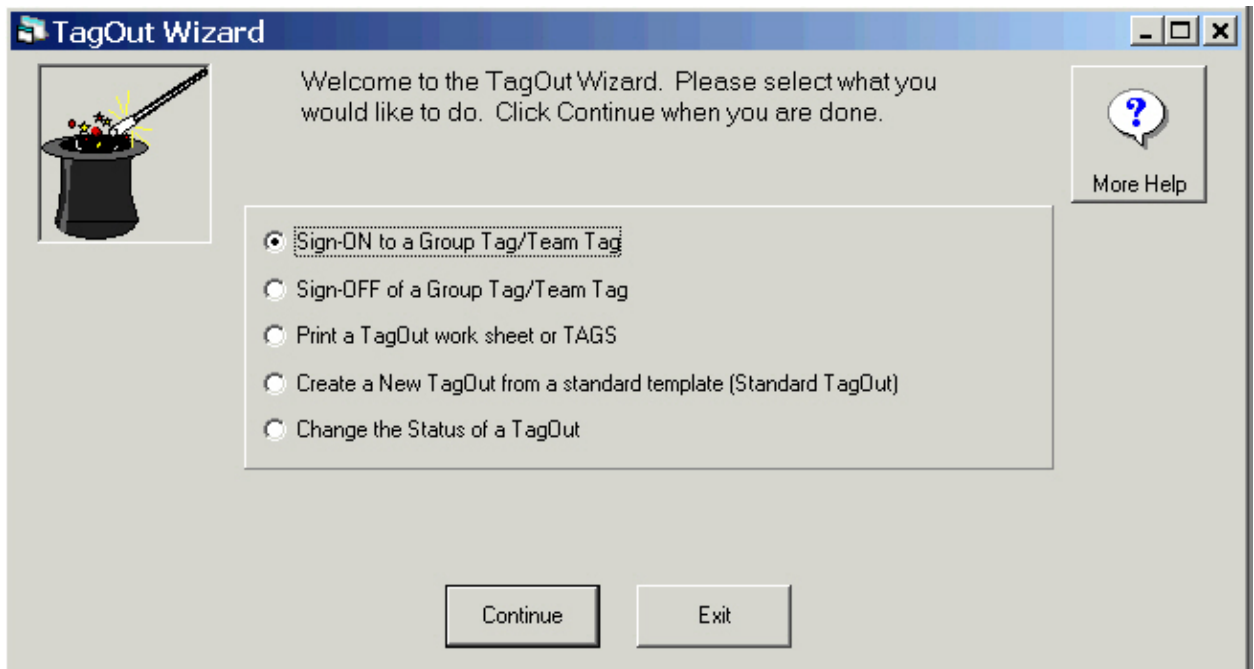
#### 5.4.4 Creating a new **TagOut** using a standard template

This option allows a user to copy a **TagOut** template already in use and customize it for a new system.

#### **WARNING**

Do not change the status of a **TagOut** to "Confirmed" until it has been verified that all locks and tags have been placed, and the components have been verified as de-energized.

#### 5.4.4 Changing the status of a *TagOut* [as shown below]



When all the components have been LO/TOD, use the Wizard to change the status to "Confirmed". To change the status of a *TagOut*, select the "*Standard TagOut*" displayed on the menu, and *change to* the new status. When the work is on the system is finished, the *TagOut* status is changed to "Release in progress" – *This alerts ALL personnel that NO new work should begin on the affected equipment* - while the locks and tags are in the process of being removed, and "Job Released" when the equipment has been returned to service.

#### 5.5 Print

To print the *TagOut* worksheet *and/or* tags, the Print option can be used. From the Print window, you can choose to Print a worksheet to apply or remove locks and tags, print the status of any *current TagOut listed by the program*, or print just Tags. The reports can be sent to a file, the screen, or to any of the printers available from the pull-down menu.

## 5.6 Equipment Lineup – *Not Yet Implemented*

This window is used to show the component status for each equipment lineup. It will show the 'as left' status, normal status, and current status.

## 5.7 *TagOut* Status

This window shows the current status of each *TagOut*, and the person that requested that status. By clicking in the Display Components box at the bottom, it can also be used to show the status of each component in the *TagOut*. The reports can be sorted by any of the information fields (date, person, group)

## 5.8

# Component Maintenance

Component Data Maintenance

Add  
Delete  
Copy  
Report  
Save  
Cancel  
Exit

Basic Information Optional Information References

Component ID  
Description  
Location Code  
Floor/Elevation  
Tagged Position  
Tag Type  
SubSystem  
Workgroup

Unit  
Sequence  
Lock Required?  
# Copies

Normal Position/State  
Shutdown  
Setup  
Studies  
Operating  
Maintenance  
fail-cryo-use

Record Last Updated on

☐ Pictures On  
☐ Hide Grid

Adding New Component

1244

The information about any piece of equipment can be changed or updated using the component data maintenance function. This page has the normal status of the equipment, and descriptions of the component and type of tags normally put on the equipment. It can also be used to query which equipment is in an off-normal status.

*The Optional Information tab is shown next:*

The screenshot shows the 'Component Data Maintenance' window with the 'Optional Information' tab selected. The window has a title bar with standard Windows controls. On the left is a vertical toolbar with buttons: Add, Delete, Copy, Report, Save, Cancel, and Exit. The main area is divided into three tabs: 'Basic Information', 'Optional Information' (active), and 'References'. Under 'Optional Information', there is a 'Hazard Type' dropdown menu set to 'Electrical 208V'. Below it are text boxes for 'Reference' and 'Drawing #'. To the right are two checkboxes: 'Harsh Environment?' and 'Temporary Entry?'. A large text area for 'Notes' is in the center, with a 'Propagate Changes made to Notes' checkbox checked below it. An 'Attachment' field with a file icon is at the bottom left. A 'Picture Filename' text box and a large empty box for a picture are on the right. The status bar at the bottom displays '10ABQF1 - P10AIR208 SW9'.

*The “Hazard Type” ListBox is used to identify the type of hazard, eg. Electrical 208V.*

*The references tab is shown next:*

The screenshot shows the 'Component Data Maintenance' window with the 'References' tab selected. The layout is similar to the previous tab, but the main area contains four buttons: 'TagOut References', 'Linked Components', 'Standard TagOut References', and 'Equip Lineup References'. The status bar at the bottom still displays '10ABQF1 - P10AIR208 SW9'.

*Of particular interest here is the “Linked Components” button. This can be used to identify the other components that are affected – removed from service - when this TagOut is used.*

## 5.9 TagOut Report

The **TagOut** Report page can direct output to a printer, file, or window. It can print the status of each **TagOut** (in detail or summary), when each person signed on or off a group **TagOut**, the names of those who have requested and/or released a **TagOut**, and various other reports. Each report can be sorted.

## 5.10 Component Report

Similarly to the **TagOut** report, this report gives information on each piece of equipment entered into the system, and can be sorted and directed to a file, printer, or window.

## 6. Documentation

None

## 7. References

7.1 [C-A-OPM 2.36, "Lock and Tag Program for Control of Hazardous Energy"](#)

7.2 [C-A-OPM 2.14, "Removal of Locks and Tags by Others"](#)

## 8. Attachments

None